

COVERSHEET

**EIA Program Report for FY2004-05
And
Budget Request for FY 2005-06**

**Completed Program Report/Budget Request Not To Exceed Eight Pages and Must
Be In At Least Ten-Point Type**

15 Copies and One Electronic File Are Requested by October 15, 2004

EIA PROGRAM NAME: Writing Improvement Network

PROGRAM ADMINISTRATION

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PERSON SUBMITTING REPORT: Amy Y. Mikell

Signature: _____

Date: _____

FY 2004-05 EIA Program Report

EIA Program Name: SC Writing Improvement Network (WIN)

The purpose of this report is to determine the effectiveness of the program in meeting its objectives during the prior fiscal year. The report also requests information on the objectives of the program during the current fiscal year. Please answer the following questions and provide quantifiable results when available.

Effectiveness Measures: (See attached definition of terms and directions)

Program Mission Statement:

The mission of the Writing Improvement Network is to serve as a professional development resource for South Carolina K-12 teachers by providing training in the implementation of current, research-based best practices in teaching students to be better writers and by providing guidance in choosing and organizing staff development and classroom resources through teacher experts.

1. What were the objectives of this program during Fiscal Year 2003-04?

One: Continue to provide teachers and administrators with current, research-based best practice strategies and the supportive theory behind them for the implementation of the *2002 South Carolina English Language Arts Standards*

Two: Continue to provide statewide leadership in choosing, planning, and implementing quality professional development, based on state and national standards and research-based best practices, for K-12 teachers and administrators in the effective teaching of the *2002 South Carolina Language Arts Standards*

Three: Develop and begin implementation of a self-study process to assist schools and districts in evaluating the effectiveness, the strengths, and the weaknesses of their present and potential language arts programs. (New goal needed as a result of the revision in the way services are offered due to increase in demand and decrease in budget.)

Four: Begin to review, analyze, and make recommendations to schools and district regarding published assessment instruments. (New goal needed as a result of the revision in the way services are offered due to increase in demand and decrease in budget.)

Five: Assist schools in planning and obtaining quality language arts professional development through the coordination of the services of the South Carolina Writing Project teacher consultants and through course offerings.

Six: Continue to coordinate the Exemplary Writing Program (EWP).

Seven: Coordinate services between the WIN and other nonprofit language arts/English professional organizations which support teachers and students.

2. Were the Fiscal Year 2003-04 objectives met? Please provide specific, quantifiable data and explanations.

Goals One, Two, and Three were addressed through the Exemplary Writing Program. Participating schools must raise the standards of their literacy program by training teachers in all content areas and all grade levels to use writing as a tool to learn. The program demands excellence in leadership and the use of professional journals and books to upgrade their teaching strategies. Participating schools also continuously foster collegiality and cooperation among students, teachers, administrators, and parents to create a thriving community of writers.

Receiving Exemplary Writing Program status has become an institutionalized badge of excellence among SC schools. While the exact number of participating schools for 2004-2005 will not be known until after the October 21, 2004 deadline for submitting applications, 26 schools earned the EWP award in 2003-2004, and 87 educators attended recent fall workshops to learn how to apply. Rosters of previous winners are available at www.winsc.org.

The fall 2003 Statewide Writing Conference attracted 1250 educators from across the state. The annual conference has become a much relied-upon opportunity for South Carolina educators to learn from nationally recognized literacy leaders, teacher consultants from the eight regional SC Writing Projects, and representatives from Exemplary

Writing Program award-winning schools.

Finally, the 2003-2004 WIA Program Report stated that surveys would provide measurable data on the program's effectiveness. Unfortunately, funding uncertainty during the spring of 2004 decimated the program. The WIN staff was forced to find other employment and the office was completely dismantled. Any planned surveys were either not conducted or the results were lost.

- 3. What are the objectives of this program in the current fiscal year, Fiscal Year 2004-05? Explain how, if any, the objectives have changed from the prior fiscal year and why.**

As of July 1, 2004, the WIN program had basically ceased to function. The new coordinator began work on August 16, 2004, and faced the challenges of bringing the program back to life. Because of those fundamental changes, it is appropriate to offer new goals for the current fiscal year that are more suitable for the program and current educational needs.

One: WIN's reach will be expanded beyond the English/Language Arts area to assist content area teachers meet their students' writing needs in those subjects.

Two: WIN will provide teacher training to address the writing demands of the revised SAT, ACT, and HSAP.

Three: WIN will target schools performing at the basic or below basic level in writing, to provide assistance in improving their students' writing performance.

Four: WIN will continue to coordinate the Exemplary Writing Program.

Five: WIN will provide a statewide writing conference to give South Carolina teachers the opportunity to learn from national literacy leaders, teacher consultants from the eight regional Writing Project sites, and representatives from winning Exemplary Writing Schools.

- 4. What measures or data will be used to assess the effectiveness of this program in meeting its objectives for the current fiscal year, Fiscal Year 2004-05?**

A log will be kept of meetings and conferences attended in the effort to integrate WIN's writing resources with work done by other professional education organizations, the State Department of Education, and local curriculum specialists.

Numbers of publications produced, seminars presented, and teachers receiving those services will be provided.

Student achievement in Exemplary Writing Program schools will be tracked.

- 5. What measurable actions will be taken to assure that the program objectives of the current fiscal year, Fiscal Year 2004-05, will be met?**

The statewide Fall Writing Conference will be revived. (The Fall 2004 conference had to be shelved due to the uncertainty of WIN's funding.)

WIN will strive to build connections with State Department of Education offices of Teacher Certification, School Quality, and Teacher Specialists, as well as entities such as the Center for Educator Recruitment, Retention, and Advancement and professional organizations for science, math, and social studies educators and school administrators.

The WIN staff will investigate what materials are being provided by the College Board and ACT to help teachers prepare students for the writing portions of those tests. WIN will then develop supplemental materials and training sessions targeting those needs.

The WIN web site will be updated and revised to expand its usefulness to schools.

WIN will continue to administer the Exemplary Writing Program and work to expand the program's reach.

An on-line newsletter, "Writing to WIN," will be provided as an interactive forum for WIN and South Carolina schools.

EIA Program Name: SC Writing Improvement Network

Information provided below will be used by the EIA and Improvement Mechanisms Subcommittee in recommending funding levels for this EIA program in Fiscal Year 2005-06 and in any proviso changes.

(1) FY 2004-05

Base Appropriation: \$288,440

(2) FY 2005-06

Total Amount Requested: \$288,440

0% Increase Requested over FY2004-05 Base

0% Decrease Requested over FY2004-05 Base

(3) Cost Estimates for Increase or Decrease in Funding for FY 2005-06

Identify how the requested increase or decrease in funding was calculated. For example, inflationary increases, program expansions, program reductions, changes in program objectives, etc., impact budgets. Please be specific.

Key words in WIN's objectives appear from year to year: "collaborate," "inform," and "train." Because of funding uncertainties in Spring 2004, two new words have become necessary: "revitalize" and "retool."

WIN will continue to vigorously serve the writing needs of teachers and students, but in different ways from the past. Mailing costs will be reduced through extensive use of e-mail and the web; site visits will still be important, but phone consultations will replace them when possible; the USC conference planner will be used to manage the statewide conference thus freeing up the staff to provide writing instruction help rather than dealing with registration, contracts, etc.; and master teachers will be used on a short-term contract basis to supplement the full-time staff of two educators and one administrative assistant.

In short, the budget request is the same as before but the allocation of

those funds will change in some ways.

**FY 2005-06 EIA Budget Request
Continued**

- (4) Detailed justification for increase, decrease or maintenance of funding**

Based upon the total budget request for Fiscal Year 2005-06, what would be the program objectives for this program? Explain how the proposed increase, decrease or maintenance of funding affects the current program objectives.

The new vision for WIN takes its reach beyond the traditional audience of English/Language Arts to meet current writing needs in all subject areas. WIN's goals include:

- 1. Collaborating with content area specialists to develop writing materials and instruction specific to those contents. Disseminate those resources by networking with professional organizations such as the Councils of Social Studies, Science, and Math Teachers to give WIN a meaningful presence in their respective conferences and meetings.**
- 2. Developing materials and instruction to assist teachers trying to prepare their students for the writing demands of the HSAP, the SAT, and the ACT.**
- 3. Continue to encourage high-quality school-wide literacy programs through participation in the Exemplary Writing Program.**
- 4. Expand WIN's resources to be available to the neediest schools by collaborating with the State Department of Education's Office of School Quality and Teacher Specialists program.**

- (5) Detailed Justification for any additional FTEs Requested**

The current staff has been reduced to one professional educator and one administrative assistant due to budgetary uncertainty and a late start to the 2004-2005 activities. For 2005-2006, we will be adding one full-time educator and using short-term contracts with master teachers to provide teacher training and materials development. This is not an increase, but a rebuilding of what was lost.

**FY 2005-06 EIA Budget Request
Continued**

(6) Please complete the following chart which will provide detailed budget and expenditure history.

Funding Sources	2002-03 Actual	2003-04 Actual	2004-05 Estimated	2005-06 Estimated
EIA	302,158	302,158	288,444	290,000
General Fund				
Lottery				
Fees				
Other Sources				
Grant				
Contributions, Foundation				
Other (Specify)				
Carry Forward from Prior Year				
TOTAL:				

Expenditures	2002-03 Actual	2003-04 Actual	2004-05 Estimated	2005-06 Estimated
Personal Service	76,294.51	84,914.07	78,329.00	80,500.00
Supplies & Materials	21,666.53	17,963.21	20,000.00	20,000.00
Contractual Services	152,692.23	134,873.64	131,000.00	133,000.00
Equipment	6,010.69	4,825.06	5,000.00	4,000.00
Fixed Charges	2855.35	1828.87	2500.00	22,500.00
Travel	11,076.73	7,513.03	9,500.00	8,000.00
Allocations to Districts/Schools	NA	NA	NA	NA
Employer Contributions	21,591.96	23,435.07	21,149.00	22,000.00
Other: Please explain				
Carry Forward to Prior Year				
TOTAL:	292187.90	275352.95	267,478	290,000
# FTES	4	4	2	3

**FY 2005-06 EIA Budget Request
Continued**

Proviso Changes: Please indicate any additions, deletions or amendments to existing provisos below:

No proviso changes are requested.

A. Proviso Number:

B. Action (Indicate Amend, Delete, or Add):

C. Summary of Existing or New Proviso:

D. Explanation of Amendment to/or Deletion of Existing Proviso:

E. Justification (Why is this action necessary?):

F. Fiscal Impact (Include impact on all sources of funds -- state, federal, and other):

G. Submitted By (Include agency name submitting change, contact name and telephone number):

H. Text of New Proviso with Underline or Entire Existing Proviso Text with Strikeover and Underline:

Definition of Terms and Directions

EIA Program Name: Name of the program or entity as reflected in the EIA budget

Effectiveness Measures: Quantifiable data that illustrate how effective the program is in meeting its mission or objectives. It is important to include the program mission statement or objectives of the program. Included must be the objectives of the program for the prior completed fiscal year, FY2003-04 and documentation about the effectiveness of the program in meeting these objectives. Also, please include the program objectives for the current fiscal year, FY2004-05 and the measures that will be used to assess the effectiveness of the program in meeting these objectives. The goals or objectives should be in terms that can easily be **quantified, evaluated and assessed**. Please include the number of students served, the percentage increase or decrease in services provided, summary information from any recent internal or external evaluations of the program, and information contained in any budget request to the Budget and Control Board. **All effectiveness measures should be reflected in quantifiable and not anecdotal data. For example,** "there was a 5% increase in the total number of students in the program resulting in an additional 100 students and a 10% increase in the total number of minorities in the program over the past three years." Also included must be the proposed actions to meet the current year's objectives and the data to be reported to show whether the objectives are met.

EIA Budget Request: Indicate the current year's EIA appropriation and for Fiscal Year 2005-06, any increase or decrease requested in funding along with the percentage change calculated. The detailed justification should include a written explanation for any increase, decrease or maintenance of funding for the program. Please provide detailed information showing how the proposed budget for Fiscal Year 2005-06 will impact the current objectives of the program. Also include a justification for any additional personnel (FTEs) requested or any additions, deletions or amendments to existing provisos. Please provide detailed information on the EIA program's budget including source of funds and expenditures. Allocations to schools and districts include any pass through funds.